

INSTRUCTIONS FOR DENTAL LICENSURE BY EXAMINATION

These instructions are for applicants for licensure who have not been licensed in another state and have not practiced for two out of the last three years.

The mailing address for all materials is:

INDIANA STATE BOARD OF DENTISTRY
PROFESSIONAL LICENSING AGENCY
402 WEST WASHINGTON STREET, ROOM W072
INDIANAPOLIS, INDIANA 46204

(317) 234-2057 (phone) (317) 233-4236 (fax)
Email: pla07@pla.in.gov
Website: www.in.gov/pla/bandc/isbd

YOU MUST SUBMIT THE FOLLOWING:

1. Complete, typewritten (or legibly printed) application. Remember to sign the application affirmation and Authorization for Release of Information. You can download the application at www.in.gov/icpr/webfile/formsdiv. Download form #42127.
2. Application fee of \$250. Please make your check or money order payable to the Professional Licensing Agency. Applications submitted without the application fee will be returned.
3. Two recent passport type quality photographs, one of which **must be signed**.
4. A notarized copy of marriage certificate or legal name change certificate, if your name differs from that on any of your documents.
5. A copy of your **current, signed** CPR card. Take a refresher course if your card is about to expire.

YOU MUST CAUSE THE FOLLOWING TO BE SUBMITTED:

1. A notarized copy of diploma or a certificate of completion from your dental school. (See Certification of Completion form).
2. An official copy of your dental school transcript. This must be sent directly from your professional school to the Indiana State Board of Dentistry.
3. An official National Board final grade card (indicating successful completion). The telephone number of the National Board office is 312-440-2811.
4. An official score card showing successful completion of a regional clinical licensure examination. This includes WREB, ADEX, CRDTS, and SRTA. Indiana automatically gets score reports for NERB.
5. ***If you currently hold, or have held a license in another state***, a completed State Verification form(s). (See Verification of State Licensure form). You must

send the forms to all state where you have been, or are currently licensed in any health profession. Other jurisdictions may charge a fee to verify licensure; you may wish to contact them to see if such a fee is required.

6. ***If you currently hold, or have held a license in another state***, a practitioner self-query report from the National Practitioner Data Bank and the Healthcare Integrity and Protection Data Bank. Detailed information follows.

In compliance with IC 4-1-6, this agency is notifying you that you must provide the requested information or your application will not be processed. You have the right to challenge, correct, or explain information maintained by this agency. The information you provide will become public record. Your examination scores and grade transcripts are confidential except in circumstances where their release is required by law.

Your social security number is being requested by this state agency in accordance with IC 4-1-8-1. Disclosure is mandatory, and your application cannot be processed without it.

If you answer “yes” to any of the questions on the application regarding action taken against you or your license, you must explain the incident fully, in a sworn affidavit, including all relevant details. The Board *may* require that you appear before them personally.

Once your file is complete and approved, you will be sent a letter informing you of this status and you will be notified of upcoming dates when you can take the dental and dental hygiene state law examination.

All applicants will be examined on the statutes and rules of Indiana related to the practice of dentistry and dental hygiene, universal precautions, and infectious wastes. This is a 50 question true-false and multiple-choice examination. Passing criteria is 75%.

The examination is based on the following documents:

- IC 25-13 Dental Hygiene Law
- IC 25-14 Dental Law
- IC 25-1-9 Health Professions Bureau Standards of Practice
- Title 828 IAC Dental and Dental Hygiene Rules
- Title 410 IAC 1-3 and 1-4 Universal Precautions and Infectious Waste

Upon successful completion of the law examination, your license will be issued within five (5) working days.

THE HEALTHCARE INTEGRITY AND PROTECTION DATA BANK

THIS INFORMATION APPLIES TO ALL APPLICANTS WHO ARE NOW OR HAVE BEEN LICENSED TO PRACTICE DENTISTRY OR MEDICINE IN ANOTHER STATE OR JURISDICTION. In order for your application for licensure to be complete, the Indiana State Board of Dentistry must receive a report on you from the National Practitioner Data Bank and Healthcare Integrity and Protection Data Bank if you are licensed to practice dentistry or medicine in another state or jurisdiction. This applies only to applicants who are now or have been licensed to practice dentistry or any other health

profession in Indiana, or another state or jurisdiction. It is your responsibility to obtain a self-query report from the National Practitioner Data Bank and the Healthcare Integrity and Protection Data Bank.

- In order to obtain a current self-query report from the NPDB/HIPDB: Complete the Individual Self-Query form on-line at the NPDB/HIPDB web site (www.npdb-hipdb.com/queryrpt.html), print a copy of the completed form, sign it, have it notarized, and send the form to the NPDB/HIPDB for processing. The address of the NPDB/HIPDB is P.O. Box 10832, Chantilly, VA 20153-0832. All forms must be filled out completely and include the practitioner's original ink signature. The practitioner must sign the form in ink in the presence of a notary public, and the notary must sign the form and affix his or her seal. If the notary public does not have a stamp or a seal, the notary must provide other proof of his or her office (e.g., a copy of his or her notary certificate)

When you receive a response from the Data Banks, please forward the response directly to the Professional Licensing Agency. The Indiana State Board of Dentistry cannot review your application until the Professional Licensing Agency receives the Data Bank report.

The NPDB and the HIPDB will accept only self-query forms obtained from the NPDB-HIPDB website (www.npdb-hipdb.com/queryrpt.html). A self-query may not be sent to only one Data Bank. A \$10.00 fee will be assessed for each Data Bank, for a total of \$20.00, which must be paid by credit card.

ONCE YOU RECEIVE YOUR REPORT (S) FROM THE DATA BANK (S), PLEASE FORWARD THE REPORT (S) IMMEDIATELY TO THE PROFESSIONAL LICENSING AGENCY.

OTHER INFORMATION **ANESTHESIA AND SEDATION PERMITS**

State law requires that dentists hold a permit to administer general anesthesia, deep sedation, or light parenteral conscious sedation. Applications are available by calling (317) 234-2057 or sending email to pla7@pla.in.gov.

CONTINUING EDUCATION INFORMATION

WHEN YOUR LICENSE IS ISSUED, IT WILL EXPIRE ON MARCH 1 OF THE NEXT EVEN-NUMBERED YEAR. IT IS NOT NECESSARY FOR YOU TO OBTAIN CONTINUING EDUCATION AT THIS TIME.

BEGINNING MARCH 1 OF THE NEXT EVEN-NUMBERED YEAR, YOU WILL BE REQUIRED TO OBTAIN TWENTY (20) HOURS OF CONTINUING EDUCATION FOR EACH RENEWAL PERIOD.

Sec. 6. (a) Effective for the license period ending March 1, 2006, for dentists and

dental hygienists, and every license period thereafter, continuing education credit must include two (2) hours which shall cover each of the following subjects:

- (1) Ethics.
- (2) Professional responsibility.
- (3) Indiana statutes and Indiana administrative rules governing the licensure and practice of dentists and dental hygienists.

(b) Ethics and professional responsibility means the aspirational standards by which a profession decides to regulate its behavior in order to distinguish what is legitimate or acceptable in pursuit of their aims from what is not.

(c) The two (2) hours required under subsection (a) are not considered courses that relate specifically to the area of practice management.

“Continuing education course” means an orderly process of instruction designed to directly enhance the practicing dentist’s knowledge and skill in providing relevant dental services that is approved by an approved organization.

Approved organizations (specifically mentioned in state law) include: United States Department of Education; Council on Post-Secondary Education; National Dental Association; American Dental Association; Academy of General Dentistry; National Dental Hygiene Association; American Dental Hygiene Association; Council on Hospital Dental Services; American Medical Association; Joint Commission on Accreditation of Hospitals; Joint Commission on Healthcare Organizations; study clubs approved by the board; federal, state, and local government agencies; international organizations approved by the American Dental Association; or a national, state, district, or local organization that operates as an affiliated entity under the approval of one of the foregoing approved organizations.

Additional approved organizations include a college or other teaching institution accredited by the U.S. Department of Education or the Council on Post-Secondary Education; an internship or residency conducted in a hospital that has been approved by an approved organization; or any other organization or individual approved by the board.

It is the responsibility of an organization (if not specifically listed in the statute) or study club to request approval from the board.

HOW HOURS ARE COUNTED

No more than five (5) credit hours for practice management courses will count. A regular college course will be granted one (1) credit hour for each lecture hour attended. Non-college courses will be granted one (1) credit hour for each lecture hour and two (2) credit hours for each participation hour of the course. If you, as a dentist, give a speech, lecture, or other presentation, you will earn two (2) hours credit. You may receive credit for giving the same presentation one (1) time only and the presentation must be sponsored by an approved organization. If you, as a dentist, teach a course in a dental school, you will earn two (2) hours credit. You will be granted credit for teaching the same course one (1) time only. You may earn a maximum of four (4) credit hours for teaching in a dental school during the biennium. Attendance at a state, regional or national meeting sponsored by an

approved organization is awarded one (1) credit hour. This one (1) hour of credit can be earned in addition to earning credit for CE courses attended during the meeting.

A home study course that is presented by an approved organization is awarded the same number of credit hours given to courses provided by a college. If the approved organization does not assess credit hours to a course, the course is awarded one (1) credit hour for each hour of study material. The subject matter of the course may be presented by written, audio, or video materials. There is no limit on the number of credits you can earn through home study courses.

YOUR RESPONSIBILITIES

For each continuing education course you submit to the board as meeting the requirements for licensure by endorsement, you must submit verification of attendance which includes the following: a record of the number of hours spent in the continuing education course; the name of the course or a description of the subject matter presented; the name of the sponsoring organization, and the date and location of the program.

If you have taken a college course, you may submit an official grade transcript along with a description of the course as verification of attendance.

If you taught a course in a dental school, you may submit a letter from the dean of the school as verification of continuing education.

RESPONSES TO COMMONLY ASKED QUESTIONS

1. After you have been licensed, you are not required to submit documentation of continuing education unless the Board audits you.
2. All twenty hours of continuing education may be obtained through home study.
3. CPR courses given or sponsored by an approved organization will be accepted.
4. Courses given or sponsored by an approved organization regarding infectious diseases, universal precautions, and infection control will be accepted.
5. Courses taken outside Indiana if given or sponsored by an approved organization will be accepted.
6. College courses must be directly related to the practice of dentistry in order to receive credit.
7. The approved organization or study club must provide you with verification of your course attendance